

NAVRESCEN GLENS FALLS INSTRUCTION 1601.2

Subj: COMMAND DUTY OFFICER

Ref: (a) OPNAVINST 3120.32
(b) OPNAVINST 5530.14B

Encl: (1) Command Duty Officer Personnel Qualification Standards
(2) Activity Security Check-list
(3) Media Query Sheet
(4) Procedures for Rendering Honors
(5) Standard Operating Procedures (1 through 16)

1. Purpose. To delineate responsibilities for Command Duty Officer (CDO) watchstanding responsibilities at NAVRESCEN Glens Falls.

2. Cancellation. STANDING ORDERS LTR SER 1601/00 DTD NOV 2 1995

3. Background. Each Naval Activity maintains a single point of contact to act as the Commanding Officer's representative in a multitude of situations. This individual is also tasked to oversee the day to day operations of the Command, such as inventory of real property, liaison with civilians and other military activities, rendering colors, and other duties.

4. Action. The Reserve Center Commanding Officer and Senior Watch Officer shall ensure that all hands are familiar with the contents of this instruction and all enclosed CDO Standard Operating Procedures (SOPs). Each individual assigned to Naval Reserve Center Glens Falls shall undergo a "Under Instruction" period of two (2) weeks, complete the CDO Personal Qualification Standards (PQS), and be board certified by no less than two (2) qualified CDO watchstanders. The CDO is directly responsible to the Commanding Officer.

3. Duties, Responsibilities and Procedures.

a. The CDO is responsible for the following:

(1) A minimum of two (2) security checks each normal work day, one (1) upon the initial opening the building, and one (1) upon securing the building for the day. A single security round is required during non-drill weekends and holidays. A complete security round includes a physical check of the fence-line, the

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exterior of the Reserve Center, and the out buildings. Additionally all interior spaces shall be checked to ensure all windows are closed; all exterior doors are secure; all spaces which are required to be locked, are secured; all operational safes are properly secured; and electrical equipment is secured to save power. Each round shall be annotated on the Activity Security Checklist, enclosure (2).

(2) Conduct, or provide for, the observance of colors each morning at 0800 and each evening at 1600.

(3) Maintaining the Command Deck Log.

(4) Conduct daily message traffic downloads utilizing the Gateguard communications system. Be familiar with the NTP-3 series handbook on message drafting and the different formats utilized within Naval communications. Be responsible to draft and release, upon final authority of the Commanding Officer or Communications Officer, any message traffic required by other commands or higher authority (ie: Country Clearance messages, OPREP traffic, etc).

(5) Act as primary On-Scene-Leader in a fire, bomb threat or other emergency conditions which requires liaison with civilian officials.

(6) Greet, direct or escort military and civilian visitors. Enclosure (4) is furnished to provide procedures for rendering honors for high-ranking officials.

(7) Conduct, or provide for, the clean up of all common spaces (Heads, Coffee Mess, and Passageways) prior to securing each day.

(8) Conduct weekly change of Local Area Network (LAN) Back - up Data Tapes by close of business every Tuesday.

(9) Supervise and coordinate with the each Unit OOD and the Duty MAA during drill periods.

(10) Any other contingencies as required or necessary.

R. E. DORRELL III

Distribution List:
(NAVRESCENGFINST 5231.1B)
List A, B

DAILY ACTIVITY SECURITY CHECK-LIST

"B" WING PASSAGEWAY :

All office spaces checked. "

Training safe checked. B-8.
CDO and CO safes checked. B-18.
Copier in power-save mode. B-20.
Power secured to 1MC. B-3.
All lights secured.
Windows closed.
Heat <72 A/C>68

"C" WING PASSAGEWAY:

All Unit classrooms/office spaces checked.

Exterior doors secured.
Windows secured.
All lights secured.
Heat <72
Door C-4 secured (ADT).
ADP Office C-5 secured.

OUTBUILDINGS/EXTERIOR:

Exterior rounds conducted.

DC Locker secured.
Small garage secured.

Large garage secured.
Fence-line uncompromised.
Cemetery gate secured.

Secondary gate secured.

Main gate secured.

"A" WING PASSAGEWAY:

All Unit classrooms/office spaces checked.

Exterior doors secured.
Windows secured.
All lights secured.
Trash emptied from spaces.
Heat <72
A-19 locked (ASVAB integrity).
Door A-18 secured (ADT).

COMMON AREAS:

Common areas policed.

Quarterdeck cleaned.
Main entrance secured.
Drill Hall secured.
Exterior doors secured.
Conference Room cleaned.
Coffee pot secured.
Trash emptied.
Halls cleaned.

ACTIVITIES:

Conducted the following.

ADT activated/deactivated.
Call forwarding
activated/deactivated.
Messages downloaded.
Back up tape change (Each Tuesday)
Random measures (THREATCON Alfa):

- Cones placed to secure street
parking
- Main gate locked

RMKS: _____

Conducted and Logged (CDO Initials):

TUE___WED___THR___FRI___SAT___SUN___MON___TUE___

Completed: CDO: _____ Date: _____

Reviewed: SWO: _____ Date: _____

Enclosure (2)

NAVRESCEN GLENS FALLS CDO SOP #1

EMERGENCY CONDITIONS

UPDATED 10APR98

I. DETECTION OF FIRE/FIRE ALARM

1. UPON DETECTION OF A FIRE, PULL THE NEAREST FIRE STATION. HAVE **911** CALLED IMMEDIATELY.

2. NOTIFY SECURITY AS TO THE LOCATION OF THE FIRE **TO PASS THE WORD** TO EVACUATE THE BUILDING TO MUSTER LOCATIONS.

3. IF THE FIRE IS SMALL, PERSONNEL MAY ATTEMPT TO EXTINGUISH OR DIMINISH THE FIRE WITH ONBOARD FIRE-FIGHTING AGENTS AT THE DIRECTION OF THE CDO. IF THE FIRE IS TOO LARGE, CLEAR ALL PERSONNEL.

4. **NOTIFY THE CHAIN-OF-COMMAND** OF THE CURRENT SITUATION. ASSUME THE DUTY AS, OR APPOINT AN **ON-SCENE-LEADER (OSL)** FOR COORDINATION WITH LOCAL EMERGENCY OFFICIALS.

5. PREPARE THE **INITIAL SITREP MESSAGE** TO REDCOM. IF UNABLE TO DRAFT A MESSAGE DUE TO FIRE/FIRE LOCATION, CALL REDCOM AND **KEEP STAFF CDO INFORMED** OF SITUATION.

6. IF FIRE DETECTED ON A DRILL WEEKEND, HAVE UNIT MUSTERING PETTY OFFICERS CONDUCT A HEAD COUNT AND REPORT RESULTS TO CDO. CHECK ALL

UNITS CAREFULLY TO ALLIEVIATE ERRORS AND THAT PERSONNEL LISTED AS MISSING ARE NOT ACTUALLY MUSTERED WITH ANOTHER UNIT.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #2

MEDICAL EMERGENCY

UPDATED 10APR98

I. DETECTION OF SOMEONE NEEDING EMERGENCY TREATMENT

1. COMMENCE STANDARD FIRST AID PROCEDURES. HAVE THE CORPSMAN NOTIFIED AND CALL **911** IMMEDIATELY.

2. NOTIFY SECURITY AS TO THE LOCATION OF THE MEDICAL EMERGENCY AND **TO PASS THE WORD** TO HAVE ALL PERSONNEL STAND FAST IN THE SPACES THEY ARE CURRENTLY IN. HAVE SECURITY DIRECT INCOMING EMT PERSONNEL TO VICTIM.

3. **NOTIFY THE CHAIN-OF-COMMAND** OF THE CURRENT SITUATION. SEE COMMANDING OFFICER REGARDING THE SUBMISSION OF A UNIT SITREP, IF REQUIRED.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #3

BOMB THREATS

UPDATED 10APR98

I. IF A BOMB THREAT IS CALLED IN

1. COMMENCE ANNOTATION OF INFORMATION ON OPNAV FORM 5527/8 (TELEPHONIC THREAT COMPLAINT). THIS FORM SHOULD BE LOCATED NEXT TO EACH TELEPHONE IN THE RESERVE CENTER. FOLLOW THE INSTRUCTIONS ON OPNAV FORM 5527/8. HAVE ANOTHER INDIVIDUAL CALL **911** IMMEDIATELY TO APPRISE AUTHORITIES OF THE SITUATION.

2. NOTIFY SECURITY AS TO THE POSSIBLE LOCATION OF THE BOMB, IF KNOWN. ENSURE SECURITY **PASSES THE WORD** TO HAVE ALL PERSONNEL SEARCH THEIR OWN SPACES IF ADEQUATE TIME EXISTS, OR TO EVACUATE IMMEDIATELY IF TIME TO ALLEGED DETONATION IS CRITICAL. HAVE PERSONNEL MUSTER AWAY FROM THE BUILDING BY UNIT.

3. ***NOTIFY THE CHAIN-OF-COMMAND*** OF THE CURRENT SITUATION. ASSUME THE DUTY AS, OR APPOINT AN ***ON-SCENE-LEADER (OSL)*** FOR COORDINATION WITH LOCAL EMERGENCY OFFICIALS.

4. PREPARE THE ***INITIAL SITREP MESSAGE*** TO REDCOM. IF UNABLE TO DRAFT A MESSAGE DUE TO PROXIMITY TO POSSIBLE EXLOSIVE DEVICE OR LACK OF TIME DUE TO POSSIBLE DETONATION, CALL REDCOM AND ***KEEP STAFF CDO INFORMED*** OF SITUATION.

5. IF BOMB IS DETECTED OR A VIABLE THREAT IS RECEIVED ON A DRILL WEEKEND AND NRC IS EVACUATED, HAVE UNIT MUSTERING PETTY OFFICERS CONDUCT A HEAD COUNT AND REPORT RESULTS TO CDO. CHECK ALL UNITS CAREFULLY TO ALLIEVIATE ERRORS AND THAT PERSONNEL LISTED AS MISSING ARE NOT ACTUALLY MUSTERED WITH ANOTHER UNIT.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #4

EMERGENCY/URGENT/DRILL RECALL

UPDATED 10APR98

I. UPON RECEIVING ORDER FROM HIGHER AUTHORITY TO RECALL (REAL OR EXERCISE)

1. ***FOR STAFF PERSONNEL:*** ACTIVE DUTY STAFF RECALL SHALL BE ACCOMPLISHED BY THE STAFF CDO. NOTIFY THE CENTER COMMANDING OFFICER TO THE RESULTS OF THE RECALL IMMEDIATELY UPON COMPLETION.

2. ***FOR SELRES PERSONNEL:*** CONTACT EACH UNIT COMMANDING OFFICER OR DETACHMENT OIC, IF THE CO OR OIC IS NOT AVAILABLE FOR THAT UNIT CALL THE NEXT SENIOR MEMBER IN THE UNIT CHAIN OF COMMAND. THE MEMBER WILL THEN ACTIVATE THE UNIT RECALL AND REPORT BACK TO THE STAFF CDO THE

RESULTS OF THE RECALL. THE STAFF CDO WILL THEN NOTIFY THE CENTER COMMANDING OFFICER WITH THE RESULTS OF THE SELRES RECALL.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #5

EMERGENCY WEATHER CONDITIONS

UPDATED 10APR98

I. WHEN INCLEMENT WEATHER IS IMMINENT

1. ***NOTIFY THE CHAIN-OF-COMMAND*** OF THE CURRENT SITUATION. MAINTAIN COORDINATION WITH LOCAL EMERGENCY OFFICIALS IF REQUIRED.
2. BE READY TO ASSIST IN EVACUATING AND SECURING BUILDING.
3. BE PREPARED TO EXECUTE A STAFF AND/OR SELRES RECALL.

4. CONDUCT FREQUENT ROUNDS OF THE BUILDING, IF WEATHER PERMITS.
CHECK ON CONDITION OF BUILDING, INSIDE AND OUT, AND OF THE PROPERTY.

5. REPORT ALL NOTED DAMAGE TO THE *CHAIN-OF-COMMAND* AND THE
FACILITIES OFFICER AS SOON AS POSSIBLE.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #6

ALERT CONDITIONS

UPDATED 10APR98

I. UPON RECEIPT OF A LERTCON MESSAGE

1. *NOTIFY THE CHAIN-OF-COMMAND* OF THE MESSAGE, WHETHER THE
MESSAGE IS REAL-TIME OR AN EXERCISE.

2. RETRIEVE THE COMNAVRESFORINST S3500.7G LOCATED IN THE CDO SAFE, FURTHER PROCEDURAL DIRECTIONS WILL BE LOCATED WITHIN THAT INSTRUCTION.

3. UTILIZE THE STU-III FOR ALL COMMUNICATIONS REGARDING THE LERTCON INITIATION.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #7

EMERGENCY ACTION PLAN (EAP)

UPDATED 10APR98

I. THE EAP PROVIDES FOR THE DESTRUCTION OF CLASSIFIED MATERIAL IN THE EVENT OF NATURAL DISASTER OR CIVIL DISTURBANCE

1. *ONLY THE COMMANDING OFFICER HAS AUTHORITY TO ORDER AN EMERGENCY DESTRUCT.*

2. ALL STAFF MEMBERS SHOULD BE RECALLED TO ASSIST IN THE EXECUTION OF THE EAP.

3. ORDER OF DESTRUCTION:

- SMASH TO PIECES THE STU – III KEY (CDO SAFE)
- SMASH TO PIECES ADDITIONAL STU – III KEYS (CO SAFE)
- SMASH TO PIECES THE STU – III TELEPHONE (B-18)
- SMASH TO PIECES TWO (2) REMOVABLE HARD DRIVES (CDO SAFE)
- SMASH TO PIECES THREE (3) FLOPPY DISKETTES FOR INCOMING AND OUTGOING MESSAGE TRAFFIC (CDO SAFE)
- SHRED OR BURN COMNAVRESFORINST S3500.7 (CDO SAFE)
- SHRED OR BURN OPNAVNOTE C5510 (CDO SAFE)
- SHRED OR BURN CLASSIFIED RATING COURSES (CO SAFE)
- SHRED OR BURN OTHER CLASSIFIED DOCUMENTS (CO SAFE)

DURING THE DESTRUCTION PHASE ANNOTATE THE FULL DOCUMENT NAME, SERIAL NUMBER AND COPY NUMBER, IF ANY, ON A SEPARATE SHEET OF PAPER. UTILIZE TWO PERSON INTEGRITY (TPI) FOR ALL DESTRUCTIONS.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #8

SPECIAL INCIDENT REPORTING

UPDATED 10APR98

I. SPECIAL INCIDENT REPORTING IS USED TO REPORT INCIDENTS OF MILITARY, POLITICAL, PRESS INTERESTS OR POSSIBLE PRESS INTERESTS TO HIGHER AUTHORITY. MESSAGE FORMAT COMES IN TWO LEVELS, OPREP-3 NAVY BLUE AND UNIT SITREP.

1. ***OPREP-3 NAVY BLUE.*** THIS MESSAGE COVERS ITEMS WHICH ARE MILITARY, POLITICAL OR MAY HAVE PRESS COVERAGE AND IS OF HIGH INTEREST TO THE NAVY, SUCH AS A HOSTAGE STANDOFF BY A STATION-KEEPER.

2. ***UNIT SITREP.*** THIS IS A UNIT SITUATIONAL REPORT WHICH WOULD NOT MEET OPREP-3 NB REPORTING CRITERIA, AND ONLY NOTIFIES THE NEXT LEVEL IN THE CHAIN OF COMMAND TO WHAT EVENTS HAVE OCCURRED, SUCH AS A FALSE BOMB THREAT.

3. THE FOLLOWING SECTION IS AN EXCERPT OF OPNAVINST 3100.6G, SPECIAL INCIDENT REPORTING, AND BRIEFLY OUTLINES THE REPORTING PROCEDURES AND DIFFERENCE BETWEEN REPORTS. FOR FULL MESSAGE CONTENT AND INFORMATION DEFER TO THE 3100.6G IN IT'S ENTIRETY. THIS INSTRUCTION IS LOCATED IN THE CDO SAFE.

Enclosure (5)

CASUALTY ASSISTANCE CALLS (CACO)

UPDATED 10APR98

I. CACO IS USED TO NOTIFY LOCAL NEXT OF KIN OF THE DEATH OF A SERVICE MEMBER.

1. NOTIFY THE COMMANDING OFFICER IMMEDIATELY UPON THE RECEIPT OF A CACO ASSIGNMENT.

2. IF THE COMMANDING OFFICER CAN NOT BE REACHED WITHIN 30 MINUTES, CONTACT THE COMMAND CHIEF.

3. IF THE COMMAND CHIEF CAN NOT BE REACHED WITHIN 45 MINUTES OF RECEIPT OF CACO ASSIGNMENT, THE CDO MUST CALL BACK THE CACO ZONE COORDINATOR, MRS. LINDA KRAMM, TO APPRAISE HER OF THE NON-AVAILABILITY OF A CALLS OFFICER.

4. THE COORDINATOR IS LOCATED WITH COMMANDER, SUBMARINE GROUP TWO (COM SUBGRU 2) AT NAVAL SUBMARINE BASE NEW LONDON (NAVSUBASE NLON) IN GROTON, CT. THE COORDINATORS VOICE LINE IS (860) 694 – 3475, AND IF NEEDED, THE FAX LINE IS (860) 694 – 2217.

5. IF UNABLE TO REACH THE ZONE COORDINATOR, CALL THE COMSUBGRU 2 DUTY OFFICER AT (860) 694 – 3676.

NAVRESCEN GLENS FALLS CDO SOP #10

UNAUTHORIZED ABSENCE (UA)/DESERTER PERSONNEL

UPDATED 10APR98

I. A UA MEMBER IS SOMEONE ABSENT WITHOUT LEAVE FOR LESS THAN 30 DAYS, A DESERTER IS SOMEONE ABSENT WITHOUT LEAVE FOR MORE THAN 30 DAYS.

1. IF A MEMBER TURNS HIM/HER SELF IN PRIOR TO BEING ABSENT FOR 30 DAYS, CONTACT THE CSD IN SCOTIA. IF IT IS A HOLIDAY OR WEEKEND, TAKE THE NAME, SSN, RANK/RATE, COMMAND AND LOCAL ADDRESS AND TELEPHONE NUMBER OF THE MEMBER. HAVE THEM REPORT TO THE RESERVE CENTER AT 0800 THE NEXT WORKDAY. NOTIFY THE MEMBERS CHAIN OF COMMAND WHEN ABLE. ADDITIONALLY, NOTIFY THE RESCEN CHAIN OF COMMAND.

2. IF THE MEMBER HAS BEEN ABSENT FOR OVER 30 DAYS, CONTACT NAVY ABSENTEE AND INFORMATION COMMAND (NACIC) AT 1-800-423-7633 OR COMMERCIAL AT 703-688-2106/2107/2164. THE NACIC WILL PROVIDE FURTHER GUIDANCE ON ABSENTEE PROCESSING. NOTIFY THE RESCEN CHAIN OF COMMAND.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #11

PUBLIC AFFAIRS

UPDATED 10APR98

I. NAVRESREDCOMREGONEINST 5720.2 SERIES DESCRIBES PUBLIC AFFAIRS GUIDANCE, POLICY AND PROCEDURES FOR REDCOM ONE.

1. ALL PRESS AND MEDIA INQUIRIES SHOULD BE REFERRED TO THE COMMANDING OFFICER. NEVER OFFER YOUR OWN OPINIONS OR COMMENTS. ANYTHING YOU MIGHT SAY COULD BE CONSTRUED AS OFFICIAL NAVY OPINION OR THE NAVY STAND ON AN ISSUE AND COULD BE PRESENTED TO THE PUBLIC AS SUCH.

2. IF THE COMMANDING OFFICER IS NOT AVAILABLE, ADVICE MAY BE SOUGHT FROM THE REDCOM ONE CDO. IF THAT AVENUE IS NOT AVAILABLE THE MEDIA MAY BE REFERRED, WITHOUT LOCAL COMMENT, TO THE CHIEF OF NAVAL INFORMATION PUBLIC AFFAIRS LINE AT **1-800-697-5342.**

3. IF THE MEDIA IS BECOMING PERSISTENT IN GAINING INFORMATION ON AN ISSUE, THE CDO MAY MAKE THE BLANKET STATEMENT: "I DO NOT HAVE THE AUTHORITY TO MAKE A COMMENT ON THAT. YOU WILL HAVE TO DIRECT YOU QUESTIONS TO THE COMMANDING OFFICER OR THE OFFICE OF NAVAL INFORMATION. THESE PERSONNEL WILL BE BETTER ABLE TO ASSIST YOU."

4. FILL OUT A MEDIA QUERRY SHEET, ENCLOSURE (3) OF THE CDO INSTRUCTION, AND FORWARD IT UP THE CHAIN OF COMMAND FOR INFORMATION AND TRACKING PURPOSES.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #12

LEAVE AND LIBERTY

UPDATED 15MAY99

I. THIS SOP PROVIDES GUIDANCE, POLICY AND PROCEDURES FOR LEAVE AND LIBERTY AT NAVRESCEN GLENS FALLS.

➤ LEAVE

1. MEMBERS ARE TO CHECK IN OR OUT DURING NORMAL WORK HOURS (0730 – 1600) WITH THE ADMIN OFFICER. THIS CAN BE DONE IN PERSON OR BY TELEPHONE. THE COMMENCEMENT OR COMPLETION OF LEAVE BY A MEMBER SHALL BE ENTERED IN THE COMMAND DUTY LOG LOCATED ON THE QUARTERDECK.

2. EXTENSIONS OF LEAVE SHALL BE GRANTED ON A CASE BY CASE BASIS BY THE COMMANDING OFFICER. THE MEMBER WISHING TO EXTEND LEAVE SHALL CALL THE CDO WHO IN TURN WILL STAFF THE REQUEST UP THE CHAIN.

➤ LIBERTY

1. LIBERTY NORMALLY CONSISTS OF THE NON-DRILL WEEKEND AND MONDAY FOR NON-DUTY PERSONNEL.

2. APPROVAL FOR REQUESTED LIBERTY DURING THE DRILL WEEKEND SHALL BE DETERMINED BY THE COMMANDING OFFICER ON A CASE BY CASE BASIS. A SPECIAL REQUEST CHIT SHALL BE UTILIZED FOR ANY REQUESTED LIBERTY WHICH FALLS OUTSIDE OF THE NORMAL NON-DRILL WEEKEND AND MONDAY LIBERTY.

3. DURING NON-DRILL WEEKENDS AND HOLIDAYS WHICH ALL HANDS ARE GRANTED LIBERTY, THE CDO SHALL CONDUCT A MINIMUM OF ONE ROUND OF THE BUILDING AND GROUNDS EACH DAY.

4. THE CDO SHALL TRAVEL NO FURTHER THAN 50 MILES FROM THE RESERVE CENTER DURING NON-WORKING HOURS. IN CASE OF RECALL OR OTHER SITUATIONS THE CDO SHOULD BE ABLE TO RESPOND TO THE RESERVE CENTER WITHIN THE HOUR.

5. DURING DRILL WEEKENDS, THE CDO SHALL BE ABOARD AT 0630 TO OPEN ALL SPACES AND PARKING AREAS PRIOR TO THE COMMENCEMENT OF DRILL. THE CDO SHALL SECURE THE BUILDING ONLY UPON THE COMPLETION OF WORK BY SELRES PERSONNEL WHO NEED ACCESS TO CENTER SPACES.

Enclosure (5)

6. MONDAY IS NORMALLY A LIBERTY DAY FOR ALL HANDS, WITH THE EXCEPTION OF THE CDO. THE CDO SHALL OBSERVE NORMAL WORKING HOURS FOR CUSTOMER SERVICE.

7. COMPENSATORY TIME FOR STANDING DRILL WEEKEND WATCHES AND THE FOLLOWING MONDAY SHALL BE GRANTED ON AN "AS NEEDED" BASIS. THERE IS NO SET LIBERTY DAY DURING THE WORKWEEK FOR COMPENSATORY TIME, IF LIBERTY TIME IS NEEDED, SEE THE SENIOR WATCH OFFICER/COMMAND CHIEF TO ARRANGE A LIBERTY DAY.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #13

SELRES SUPPORT

UPDATED 15MAY99

I. THIS SOP PROVIDES GUIDANCE, POLICY AND PROCEDURES FOR AFTER HOURS AT/IDTT AND MOBILIZATION QUESTIONS.

➤ **AT AND IDTT**

1. AT AND IDTT SUPPORT COMES FROM THE OPERATIONS AND TRAINING DEPARTMENT, N3/N7.

2. IN THE EVENT A MEMBER ENCOUNTERS PROBLEMS IN TRANSIT TO OR FROM AND AT/IDTT EVENT, OR WHILE ON AN AT/IDTT EVENT, THE TRAINING OFFICER SHOULD BE NOTIFIED IMMEDIATELY.

3. IF THE TRAINING OFFICER CAN NOT BE REACHED, HELP MAY BE OBTAINED FROM THE REDCOM ONE CDO. ALL ATTEMPTS MUST BE MADE TO REACH THE TRAINING OFFICER.

4. THE CHAIN OF COMMAND SHOULD BE NOTIFIED UPON THE OCCURANCE OF ANY MAJOR ISSUES. INFORM THE COMMANDING OFFICER TO THE CURRENT STATUS OF ANY MAJOR ISSUES, AND TO THE STEPS TAKEN TO RECTIFY SUCH ISSUES.

➤ MOBILIZATION

1. MOBILIZATION SUPPORT COMES FROM THE ADMINISTRATION DEPARTMENT, N01.

2. A MOBILIZATION CAN OCCUR AT ANY TIME, HOWEVER, INFORMATIONAL MESSAGE TRAFFIC WILL NORMALLY COMMENCE PRIOR TO ANY MAJOR MOBILIZATION. NOTIFY THE CHAIN OF COMMAND IMMEDIATELY IF A MOBILIZATION RECALL IS SET FOR THE RESERVE CENTER.

3. MAINTAIN CLOSE LIAISON WITH THE REDCOM ONE CDO DURING A MOBILIZATION. THE VITAL PASSING OF INFORMATION IS CRITICAL TO A SUCCESSFUL OPERATION.

4. IF REQUIRED, OR DIRECTED TO, INITIATE A STAFF AND SELRES RECALL TO ALERT ALL PERSONNEL. KEEP THE CHAIN OF COMMAND APPRAISED AT ALL TIMES.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #14

COMMAND DUTY LOG

UPDATED 03JUN99

I. THIS SOP PROVIDES GUIDANCE AND PROCEDURES FOR MAINTAINING THE COMMAND DUTY LOG.

1. THE COMMAND DUTY LOG IS MAINTAINED ON THE QUARTERDECK. THIS LOG RETAINS THE COMMAND HISTORY IN A DAY BY DAY FORMAT. EACH DAY COMMENCES AT 0001 LOCAL AND ENDS AT 2359. A NEW PAGE WILL BE STARTED FOR EACH DAY, WITH THE DATE AND COMMAND NAME CENTERED ACROSS THE TOP OF THE PAGE. EACH DAY SHALL BE CLOSED OUT WITH A DIAGONAL LINE ORIGINATING FROM THE LAST LOGGED EVENT TO THE BOTTOM OF THE PAGE. THIS LINE SHALL BE ANNOTATED THAT NO FURTHER ENTRIES SHOULD BE MADE ON THAT SPECIFIC PAGE, THE LINE SHOULD BE SIGNED BY THE CDO ACKNOWLEDGING CLOSING OUT THAT PAGE.

2. ALL LOG ENTRIES SHALL BE MADE IN **BLACK INK WITH A BALL POINT PEN.** NO MAGIC MARKERS OR FELT-TIP PENS ARE TO BE USED.

3. ENTRIES SHALL REFLECT COMMAND EVENTS, SUCH AS THE OBSERVANCE OF COLORS, THE OPENING AND CLOSING OF THE BUILDING, SETTING AND SECURING THE ALARM SYSTEM, AND THE PERFORMANCE OF FIRE AND SECURITY ROUNDS. OTHER SITUATIONS THAT WOULD REQUIRE RECORDING IN THE LOG: EMERGENCY SITUATIONS SUCH AS FIRE OR WEATHER DAMAGE; BOMB THREATS; CIVIL DISTURBANCES; ADT CALL-OUTS; AND OTHER OCCURRENCES. WHEN IN DOUBT, LOG THE EVENT.

4. WHEN TURNING OVER AND ASSUMING THE DUTY, AN ENTRY SHALL BE MADE THAT THE OFFGOING CDO WAS PROPERLY RELIEVED OF THE DUTY AND THAT THE ONCOMING CDO HAS PROPERLY ASSUMED THE DUTY. ANY PERTINENT PASS DOWN, SUCH AS A LEAKY ROOF OR BROKEN WINDOW SHOULD ALSO BE NOTED.

5. THE HALF-STAFFING OF COLORS SHOULD BE ENTERED INTO THE LOG. ADDITIONALLY, ANY HIGH-RANKING VISITORS SHOULD BE LOGGED INTO THE COMMAND. THIS INCLUDES CIVILIAN AS WELL AS MILITARY VISITORS.

6. THE ADMINISTRATION OFFICER (THE CDO IN HIS/HER ABSENCE) SHALL LOG THE TIME, RATE, AND NAME OF ANY STAFF MEMBER DEPARTING OR RETURNING

Enclosure (5)

FROM A LEAVE PERIOD. ADDITIONALLY, ANYONE GRANTED AN EXTENSION OF LEAVE SHALL BE LOGGED. PERSONNEL CHECKING INTO THE COMMAND FOR AN ACTIVE DUTY PERIOD OR IDTT SHALL BE LOGGED IN.

7. ANY OTHER SIGNIFICANT EVENT SHOULD BE LOGGED. ENTRIES SHOULD PROVIDE AS MUCH INFORMATION AS POSSIBLE, INCLUDING THE TIME OF THE EVENT AND ANY ACTION TAKEN.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #15

CHANGING LOCAL AREA NETWORK (LAN) BACK-UP TAPES

UPDATED 01JUL99

I. THIS SOP PROVIDES GUIDANCE AND PROCEDURES FOR THE WEEKLY CHANGE OF THE LAN BACK-UP TAPE.

1. THERE ARE TWO LAN BACK-UP TAPES FOR MAINTAINING THE INTEGRITY OF THE INFORMATION LOCATED ON THE LAN SERVER. ONE IS IN THE CPU OF THE SERVER LOCATED IN ADP, ROOM C-5. THE OTHER WILL BE MAINTAINED IN THE CDO SAFE IN THE ADMIN OFFICE, B-18.

2. TUESDAY THE CDO SHALL EXCHANGE THE LAN BACK-UP TAPE.

3. TO REMOVE THE TAPE IN THE SERVER CPU, FIRMLY GRASP THE PROTRUDING PORTION OF THE TAPE BODY AT EACH SIDE AND PULL BACK. RETURN THE TAPE TO THE CLEAR CASE. PLACE TAPE FROM CDO SAFE IN THE TAPE SLOT ON THE CPU AND FIRMLY SEAT THE TAPE. THE TAPE WILL START TO FAST FORWARD OR REWIND AS THE BACK-UP PROGRAM READIES THE TAPE FOR THE RECORDING OF NEW INFORMATION.

4. SECURE THE REMOVED TAPE IN THE CDO SAFE.

Enclosure (5)

NAVRESCEN GLENS FALLS CDO SOP #16

COMMONLY USED TELEPHONE NUMBERS AND POINTS OF CONTACT

UPDATED 12JUL99

**I. GOOD TO KNOW INFORMATION WHICH IS BENEFICIAL FOR PERSONNEL
STANDING THE CDO WATCH.**

GLENS FALL POLICE

EMERGENCY 911

NON-EMERGENCY 761-3840

GLENS FALL FIRE DEPARTMENT

EMERGENCY 911

NON-EMERGENCY 761-3822

REDCOM ONE CDO

(401) 841-3981

BRANCH CLINIC BALLSTON SPA

885-4011/4012/4013

COMSUBGRU TWO CDO SUBASE NLON, CT

(860) 694-3676

SUBASE NLON SECURITY DEPARTMENT

(860) 694-4447

WARREN COUNTY SHERIFF'S DEPARTMENT

761-6477

Enclosure (5)